

DOCKET NO. _____ **TAC** DATE RECEIVED: _____

For Department Use Only



Department of Community Services
TECHNICAL ADVISORY COMMITTEE
APPLICATION & PROCEDURES
Fee: \$270.00

Property Information

Parcel ID*: _____ Area (acres): _____

Property Address: _____

Zoning District: _____ Overlay District (If applicable): _____

Legal Description: To be typewritten separately.

** Please attach a separate list for projects with multiple parcels.*

Attorney Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Engineer Information

Name: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Owner Information

Name: _____

Address: _____

Phone Day: _____ Evening: _____

Email Address: _____

Project Description

Please include a brief summary/history of the project: _____

I, hereby swear that I am the owner/contract purchaser of property involved in this application and that the foregoing signatures, statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I, the undersigned, authorize the applicant to act on my behalf with regard to this application and subsequent hearings and testimony.

Signature of Owner: _____ Date: _____

(Printed Name) _____

**City of Carmel Technical Advisory Committee
Application for TAC Review – Instruction Sheet**

1. Allow plenty of time for the Department of Community Services (DOCS) staff review and the Technical Advisory Committee (TAC) review process (approximately 30-45 days).
2. INFORMATION NEEDED for formal DOCS staff and TAC review:
 - a. One original and one copy of the completed TAC review application with Legal Description attached.
 - b. Two copies of location map showing location of site in question, zoning and existing land use of all adjacent properties.
 - c. Two copies of all plans drawn to scale with all dimensions and depicting all existing and proposed structures, elevations, landscaping, drainage, lighting, signage and any other supporting documentation to fully understand the proposal.
3. After DOCS staff review the petitioner will be notified of the Docket Number, Meeting Date, Fees and any outstanding information needed to process the application.
4. **Filing Deadline:** A complete application package of the above-referenced information must be submitted to DOCS and to the TAC Members (list attached) **at least 15 days prior to the meeting date**. The determination of a complete application submittal is at Staff discretion.
5. **Filing Fee:** The filing fee, as determined by staff, must be paid **at least 12 days prior to the meeting date**. Failure to pay the filing fee by this time will result in the item being held off the TAC agenda.
6. The property owner, property owner's attorney, or someone with the property owner's Power of Attorney must be present at the Carmel Technical Advisory Committee meeting.
7. Generally, applications are acted upon by the Committee in one meeting. However, TAC, at its discretion may table an item at any time.
8. The Technical Advisory Committee generally meets the Third Wednesday of each month at 9:00 am in the DOCS Conference Room, City Hall – Third Floor, One Civic Square, Carmel, IN 46032. Agendas are sent to petitioners in advance of the meeting.